

Toronto District School Board

Operational Procedure PR545

Title: **OUT-OF-AREA ADMISSIONS (FORMERLY OPTIONAL ATTENDANCE)**

Adopted: October 27, 1999
Effected: October 27, 1999
Revised: December 15, 2000, February 4, 2003, November 12, 2003, December 15, 2004, October 24, 2005, October 18, 2006, January 7, 2008, February 17, 2009, June 2014, June 2015, September 2018, October 15, 2019, **June 7, 2022**

Reviewed: April 2012, **June 7, 2022**
Authorization: Executive Council

RATIONALE

The Out-of-Area Admissions Procedure (the “Procedure”) provides directions on the implementation of the Out-of-Area Admissions Policy (P013), which offers students the ability to access schools other than their designated school by address.

OBJECTIVE

To outline the process to access schools outside a student’s designated attendance area.

DEFINITIONS

Alternative School refers to a TDSB school in which flexible methods of teaching in non-traditional learning environments meet the needs of learners. Alternative schools are characterized by community collaboration, choice, inclusivity, and flexibility.

Before- and After-School Programs (BASP) refers to licensed child care programs, extended day programs and authorized recreation and skill building programs in schools serving junior kindergarten to grade 6 students before the school day begins, and after it ends, as defined in the *Child Care and Early Years Act (2014)*.

Board is the Toronto District School Board, which is also referred to as the “TDSB”.

Child care refers to licensed early learning and care programs for children from birth to 3.8 years of age.

Designated Attendance Area is the geographic area served by a designated school.

Designated school by address is the school identified by the principal residence of the parent/guardian/adult student.

Elementary school refers to Grades Kindergarten to 8, or a part thereof. All Elementary Schools offer Regular Programming. Some additionally may offer Centralized Programs, Intensive Support Programs or French Immersion / Extended French Programs.

Feeder school refers to a school from which many or most students progress from an elementary school to a designated elementary or secondary school based on the attendance area or program.

Out-of-Area Applicant is a student who applies to a school located outside of their designated attendance area.

Out-of-Area Student is a student who attends a school located outside of their designated attendance area.

Receiving school refers to the school that will be accepting a student through the Out-of-Area Admissions process.

Secondary school refers to Grades 9 to 12. All Secondary Schools offer Regular Programming. Some may also offer Centralized Programs, Intensive Support Programs or French Immersion / Extended French Programs.

Sending school refers to a student's current school, from which they are applying to attend another school in the following school year.

TDSB is the Toronto District School Board, which is also referred to as the "Board".

RESPONSIBILITY

Associate Director, Student Well-Being and Innovation and System
Superintendent, Secondary Program & Admissions

APPLICATION AND SCOPE

This Procedure applies to students, parents/guardians, and staff, including principals, superintendents, and school personnel, involved in the application and registration processes for students seeking to register in a school that lies outside of their designated attendance area.

This Procedure also covers and outlines suggested best practices for licensed early learning and care programs and Before- and After-School Programs in schools.

This Procedure do not apply to:

- placements into Special Education Intensive Support Programs (ISPs). Students access these programs through the Identification, Placement and Review Committee (IPRC) process;
- students whose placements are facilitated by the Caring and Safe Schools department;
- the application processes for Centralized Schools or Centralized Programs. See the Student Interest Programs Procedure (PR612);
- the application processes for Local Programs. See the Student Interest Programs Procedure (PR612).

PROCEDURE

6.1. Out-of-Area Admissions

- 6.1.1. Every child who is eligible to attend school has the right to attend a designated school based on the primary address of their parent/guardian(s). The school will accommodate students from within its designated attendance area. Designated attendance boundaries will be approved by the Board of Trustees.
- 6.1.2. Every child who is eligible to attend school has the right to attend a designated school based on the primary address of their parent/guardian(s). The school will accommodate students from within its designated attendance area. Designated attendance boundaries will be approved by the Board of Trustees.
- 6.1.3. Students with more than one designated school by primary address can only switch from one school to the other through the Out-of-Area Admissions process during the designated time frame. If the requested school is “Closed” to Out-of-Area Admissions, a switch will not be possible.
- 6.1.4. Students will be provided with an opportunity to attend a school other than their designated school, when space is available, through the Out-of-Area Admissions process.
- 6.1.5. In November, projected enrolment numbers will be used by the Planning Department (“Planning”) to determine the Out-of-Area Admission Status for each school. Schools will be deemed to be either:
 - A. Closed - The school may not admit any students from Out-of-Area. No students may apply for Out-of-Area Admissions.

- B. Limited (Siblings) - Only students with a sibling currently attending and who will be returning to the requested school may apply for Out-of-Area Admissions.
- C. Limited (Siblings and Feeder School) - Only students with siblings attending and who will be returning to the requested school, and students attending a feeder school may apply for Out-of-Area Admissions.
- D. Limited - The school may admit students from all of the Priorities listed, as space is available. All students may apply for Out-of-Area Admissions.

6.1.6. The list of schools and their Out-of-Area Admissions status will be prepared and distributed by Planning to schools, Trustees and the public by the first week in November.

6.1.7. Applications for Out-of-Area Admissions are to be completed by the parent/guardian or student 18 years of age or older (as well as those over 16 years old who have withdrawn from parental control) through the TDSB Online Application System. The application will become available on the first day back from the Winter Break and will close on the date listed in the Schedule in Appendix A.

The current school will provide support with the online application where families do not have access to the technology required to submit the application, confirm acceptances and/or otherwise require documents in alternative formats.

6.1.8. In the 2022-2023 school year, a student may apply to a maximum of two (2) schools outside of their designated attendance area for admission in September 2023. These include regular programs, French Immersion programs and Extended French programs.

In the 2023-2024 school year and every year afterwards, a student may apply for one (1) regular program, French Immersion program or Extended French program outside of their designated attendance area.

All students registered in the TDSB at the start of their grade 8 year are eligible to apply through Out-of-Area Admissions to regular programs at the secondary level, including fee-paying students.

6.1.9. In keeping with Truth and Reconciliation, First Nations, Métis, and Inuit students will be supported outside of the Out-of-Area Admissions Policy, and given priority access. Admission will be supported at any regular intake time, even in schools “Closed” to Out-of-Area Admissions, where possible.

Secondary students whose child(ren) is/are enrolled in a child care centre in the catchment area will be supported outside of the Out-

of-Area Admissions policy, and given priority access. Admission will be supported and accommodated at any regular intake time, even in schools “Closed” to Out-of-Area Admissions, where possible.

- 6.1.9.1 Students will not be able to register using the Online Registration Form since the requested school is not the designated school by address. Students will need to indicate their request to register and the reason for the request by either completing the [central online form](#) for facilitated advocacy and registration support or they can contact the requested school directly.
- 6.1.9.2 As schools would for any registration, families will need to provide all documents required for registration, as outlined on the [TDSB Registration site](#).
- 6.1.9.3 Schools that are NOT “Closed” to Out-of-Area Admissions are expected to register and provide programming for the student(s) as though they live in-area.
- 6.1.9.4 Schools that are “Closed” to Out-of-Area Admissions are expected to make every attempt to provide a timetable that meets the needs of the student(s). Families should be provided with options and given choices if the exact timetable requested cannot be provided.

6.2 School Based Practices - Receiving Schools

- 6.2.1 A school categorized as “Closed” cannot accept any students through Out-of-Area Admissions. Only students residing within the school’s attendance area will be permitted to attend.
- 6.2.2 A school categorized as “Limited” can accept students through the Out-of-Area Admissions process but in doing so may not exceed the projected enrollment. A “Limited” school is not obliged to accept all students who apply for Out-of-Area Admissions. Acceptance is conditional upon space being available in the appropriate grade and program.

For schools with “Limited” status, the principal must anticipate the number of in-area students expected next school year and manage the number of students accepted through Out-of-Area Admissions to ensure that the school’s total full-time equivalent enrolment (in-area students plus Out-of-Area students) does not exceed the school’s projected enrolment.

Principals or their designate should communicate with local feeder schools and with their Planning Officer to identify the number of in-area students who are planning on attending their designated school by address

Each year, schools should track the number of in-area students that register from other boards / private schools / families new to the area or country. An accurate and representative number of spaces should be reserved for such students each year.

6.2.3 Principals of receiving schools must submit the number of seats that are available for students applying through Out-of-Area Admissions in each grade:

- Secondary - one week after the deadline for applications;
- Elementary - on the first school day in March.

Principals should make this decision based on their projection by grade, local patterns, registration of out-of-area students in the preschool program, input from local feeder schools and historical data regarding the registration of new in-area students. Data is submitted to Secondary Programs and Admissions through the Online submission form.

6.3 School Based Practices - Sending Schools

6.3.1 Principals of sending schools should maintain a list of students' designated school by address, including the French Pathway school and Special Education placement in Intensive Support Programs, and inform families where students are slated to be transferred for the following Fall (i.e. designated school by address) so that families can access the Out-Of-Area Admissions process, if needed.

6.3.2 Sending schools host an information session about the Out-of-Area Admissions process for families in the Fall.

6.3.3 During the Out-Of-Area Admissions process (January to March), Principals should monitor applications and update their list of students' schools for the following year. The current school will provide support with the online application where families do not have access to the technology required to submit the application and/or otherwise require documents in alternative formats.

6.3.4 Grade 8 Principals support the course selection process for students in Grades 8, ensuring they select courses for the school they are attending the following year (either the designated school by address, French pathways school, acceptances to Centralized Programs and Schools, Special Education Intensive Support Program, or confirmed Out-Of-Area Admissions acceptance school).

6.3.5 Once the Out-of-Area Admissions process is complete, Principals must update their list of the destination schools for their students, using the Out-Of-Area Admissions PowerSchool report.

- 6.3.6 Sending school transfers students to the appropriate school for the following year by the board deadline in PowerSchool (specific timelines for secondary and elementary schools will be shared annually).
- 6.3.7 Sending schools must only send Ontario Student Records (OSRs) to the receiving school upon an official OSR request, once the student is active at the receiving school.

6.4 Random Selection Process and Priorities

- 6.4.1 Spaces will be filled by grade according to the admission priorities. For each of the admission priorities listed below, in order, a random selection process will be undertaken if the number of applications exceeds available spaces.

Priority 1: (Elementary Schools only**) Students who have a sibling currently attending the requested school and that sibling will still be attending the requested school the next school year.

Priority 2: Students currently attending a feeder school in the same program as the application to the requested school (i.e. in Regular program if applying to Regular Program).

Priority 3: (Elementary Schools only) Current students no longer attending the Before- and After-School Program of the requested school wishing to remain at the school (see section 6.2.2 of P013).

Priority 4: Current TDSB students (and who remain registered as TDSB students for the duration of the school year in which the Out-of-Area application was made).

Priority 5: Other students whose parents'/guardians' primary residence is in the City of Toronto (e.g., from independent/private schools, other school boards, home schooling, etc.).

Priority 6: Students whose parents'/guardians' primary residence is outside the City of Toronto.

** students attending a secondary school as of September 2022 may have the sibling rule apply to their younger siblings.

- Applications for September 2023 - Grades 9-11 (generally students born in 2008-2010) and returning Grade 12s
- Applications for September 2024 - Grades 10-11 (generally students born in 2008-2009) and returning Grade 12 students

- Applications for September 2025 - Grade 11 (generally students born in 2008) and returning Grade 12 students
- Applications for September 2026 - only applies to returning Grade 12 students

6.4.2 Students will be accepted by the requested school according to the admission priorities defined in the Out-of-Area Admissions Policy. The students will be assigned to priority categories based on the outlined criteria through the TDSB Online Application System.

Admission of students will be determined by addressing each priority category sequentially, and examining the number of requests in a priority category and the space available. If space is available for the requests in a priority category, all the students in the category will be accepted before addressing the next priority.

If requests in a priority category exceed the space available, students from that priority category will be selected through a random selection process and no further priority categories would be addressed.

6.4.3 For the 2022-2023 school year, when selecting 2 possible options, students must indicate the priority of the choices. If the student is granted admission to their first choice, they will not be considered for their second choice.

If the student is granted admission in their second choice, they may remain on the waiting list for their first choice, or they may opt to accept the offer at their second choice. Once they accept their second choice, they will be removed from the waiting list for the first choice.

Waiting lists expire at the end of the Out-of-Area Admissions process as outlined in the Schedule in Appendix A.

6.4.4 The random selection process will be conducted centrally for:

- elementary schools during the first week of March;
- secondary schools within 2 weeks of the application closure as per the Schedule in Appendix A.

6.4.5 The process will be recorded for audit purposes. The random selection process will be overseen by central staff from Planning, Secondary Programs and Admissions and School Information Systems.

6.5 Acceptances and Confirmations

- 6.5.1 Upon completion of the random selection process, families will be notified of their application status via email through the TDSB Online Application System.
- 6.5.2 Student application status will be accessible to the sending/current school and the requested school through the School Information System.
- 6.5.3 Parents/Guardians or students 18 years of age or older must accept or decline their Out-of-Area Admissions offer through the TDSB Online Application System within 6 days as outlined in the Schedule in Appendix A. Out-of-Area offers will expire at that time.
- 6.5.4 The random selection process will generate a waiting list, and should space become available prior to the closure of Out-of-Area Admissions (as per the Schedule in Appendix A) students on the Waiting List will be notified and offered placement. A second and third/final round of offers (secondary only) will be made within the deadlines outlined in the Schedule in Appendix A.
- 6.5.5 For secondary schools, no student will be admitted under Out-of-Area Admissions after the final round of offers are sent on the date shown in the Schedule in Appendix A. After this date, all waiting lists become null and void.

6.6 French Immersion/Extended French Programs

- 6.6.1 Access to the French Immersion/Extended French programs is determined by PR597: French Immersion/Extended French.
 - 6.6.2 Students applying for French Immersion/Extended French programs will have a designated [French Program school by address](#) for entry and a pathway for continuation of program.
 - 6.6.3 If a student wishes to attend a French Immersion/Extended French program at a school other than their designated [French Program school by address](#), the student must apply for Out-of-Area Admission at the requested school. No transportation will be provided.
 - a) Once admitted to a French Immersion/Extended French program at a school through Out-of-Area Admission, students may complete the grade range of that school.
 - b) Students who wish to attend the school at the next level into which the [French Pathway](#) feeds will be required to apply for Out-of-Area Admission to that school.
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6.6.4 Non-TDSB students wishing to enter into French Immersion/Extended French programs other than their designated [French Program school by address](#), are required to demonstrate equivalent programming as outlined in PR597: French Immersion/Extended French.

- a) Non-TDSB students will not be able to submit an online Out-of-Area Admissions application to attend a school other than their designated French Program school by address. Families will be directed to contact (one of) the requested school(s) to demonstrate equivalent programming.

If the family is applying to two (2) schools, one school may determine the eligibility on behalf of both schools.

- b) If eligible, the family will be able to complete the online application at the requested school using an authorization code entered by the requested school. The code will not be shared.

6.7 Child Care (for child care operators and principals)

It is recommended that schools and school-based child care centres/BASP operators work together to coordinate registration and admission practices (see Appendix C: Best Practices for Child Care Operators).

6.7.1 Preschool Program Registration

Child care operators are encouraged, whenever possible, to give priority to children living in the school's designated attendance area.

Parent/Guardian approval to share information must first be obtained through the Information-Sharing Consent Form, 692A, which should be part of the child care registration package.

When a family registers Out-of-Area children into a preschool program, they should be encouraged to also place their children on the waitlist for the BASP at their designated school by address for when they start Kindergarten. This will support families in attending their home school by address, while at the same time support their BASP attendance in the local community.

If a family cannot access the BASP in their designated school by address, they may continue in the BASP at their preschool school, and no Out-of-Area Admissions application is required, provided they were enrolled in the preschool program prior to the end of February.

6.7.2 BASP Registration In/Prior to Junior Kindergarten

In the case of French Immersion and Extended French programs, placement is determined by home address, not by child care location. Child care operators are encouraged to explain this to parents/guardians at the time of registration to ensure that the implications of having children attend a child care centre outside the designated school by address are fully understood.

In February, child care operators should provide a current list of the names and addresses of all children enrolled in the preschool child care program who will be continuing in the Before- and After-School Program in the fall when they transition into JK. They will be eligible to attend the school without an Out-of-Area Admissions application. By doing so, child care operators can support the timely registration of students at the school.

This list will serve as verification that those children living outside the school's attendance area are already registered in the school-based child care program as Preschoolers and will support the school's maintenance of out-of-area student records.

From the beginning of March until the end of the school year, child care operators are strongly discouraged from registering children from out-of-area who will be starting Kindergarten in the fall. Should such children be registered, the child care operator is required to notify the family that their child will not have access to attend the Kindergarten program in that school. The child care operator should also encourage the family to secure a BASP space as soon as possible that serves their designated school by address.

In the rare instance that a family gains access to subsidized child care in a school outside of their designated school by address after the start of March in the year their child is to begin Junior Kindergarten, the family should be encouraged to speak with the school Principal for consideration in registering at the school for the fall.

Consideration should be given to a student registered after March 1 if they have gained access to a subsidized space in preschool care.

6.7.3 Ongoing Communication with Child Care/BASP Partners

BASP operators should share the names of students who have left the BASP with the school administration. BASP operators should remind families that withdrawing from the BASP may require the student to return to their designated school by address, or submit an Out-of-Area application within the designated time frame, for consideration if they wish to stay at the school.

Upon school registration for Out-of-Area students, the Administration will provide a letter confirming that should the child withdraw from the school-based before-and after-school program, they will be required to return to their designated school by address. The family will have the option to apply to remain at the current school through the Board's Out-of-Area Admissions process provided they can apply during the designated time frame. The letter will also provide information regarding attendance at the subsequent school (See sample letter, Form 545C Appendix B.)

Principals should establish processes to support the transfer of students to their designated school by address if the family withdraws from the BASP.

6.7.4 Graduating From the School

In schools where the next level school is "Closed" or "Limited (Sibling)" for Out-of-Area Admissions, BASP operators and the Principal should collectively communicate to families about the transition to the school at the next level.

7 EVALUATION

This Procedure will be reviewed as required, but at a minimum every four (4) years after the effective date.

8 APPENDICES

- Appendix A: 545A Out-of-Area Admissions Important Dates
- Appendix B: 545C Out-of-Area Admissions and Withdrawal from Child Care (Sample Letter)
- Appendix C: Best Practices for Child Care Operators
- Appendix D: Procedures for Alternative Schools

9 REFERENCE DOCUMENTS

- Out-of-Area Admissions (formerly Optional Attendance) Policy (P013)
- French Immersion/Extended French Procedure (PR597)
- Student Interest Programs Procedure (PR612)
- Child Care and Early Years Act (2014)
- 692A Information Sharing Consent

Appendix A: 545A Out- of Area Admissions Important Dates (UPDATED ANNUALLY)

Elementary Schools (for the 2022-2023 school year – applying for September 2023 admission)

(a) The Online Out-of-Area Admissions form will be made available on **Monday, January 9, 2023** (the first Monday after the Winter Break). Applications may be submitted no later than 4:00 p.m. on **Friday, February 10, 2023**.

(b) A random selection process, if necessary, will be held the **first week of March 2023**.

There will be two rounds of communications made in March 2023:

Round	Communication Sent	OFFERS EXPIRE and Responses must be received no later than
Round 1	Wednesday, March 8, 2023 Acceptance and Waiting List Status	Tuesday, March 21, 2023 at 4:00 p.m.
Round 2	Wednesday, March 22, 2023 New acceptances sent. All waiting lists become null and void on this date	Tuesday, March 28, 2023 at 4:00 p.m.

Secondary Schools (for 2022-2023 school year - applying for September 2023 admission)

(a) The Online Out-of-Area Admissions form will be made available on **Monday, January 9, 2023** (the first Monday after the Winter Break). Applications must be submitted no later than 4:00 p.m. **Friday, January 27, 2023**.

(b) A random selection process, if necessary, will be held on **February 7, 2023**.

Round	Communication Sent	OFFERS EXPIRE and Responses must be received no later than
Round 1	Wednesday, February 8, 2023 Acceptance and Waiting List Status	Tuesday, February 14, 2023 at 4:00 p.m.
Round 2	Wednesday, February 15, 2023 New acceptances and Updated Waiting List Status	Tuesday, February 21, 2023 at 4:00 p.m.
Late Round	Wednesday, February 22, 2023 Final acceptances sent. All waiting lists become null and void on this date	Friday, February 24, 2023 at 4:00 p.m.

TDSB Students must finalize their acceptance by completing and submitting the corresponding course selection for the accepted school in myBlueprint no later than **Monday, February 27, 2023**.

Appendix B: Out-of-Area Admissions and Withdrawal from Child Care (Sample Letter) 545C (also available in a fillable PDF)

(Date)

Attention: Families living outside the catchment area for _____ Public School.

In accordance with the Toronto District School Board's Out-of-Area Admissions Policy, _____ Public School accepts children who reside outside the attendance area for this school, as long as they attend _____ Child Care Centre. However, please be advised that if your child is withdrawn from _____ Child Care Centre prior to Grade 4, they will be required to return to the school designated by your home address. If space is available, you may apply to have your child remain at _____ Public School through the Out-of-Area Admissions process.

Further, students who wish to attend the school at the next level into which the school feeds (_____ School) will be required to apply for Out-of-Area Admission unless it happens to be your designated school by address.

Please sign in the designated area below to indicate that you have received this letter and understand the scenarios listed above.

I, _____, understand that if my child is withdrawn from
(Parent/Guardian Name)

_____ Child Care Centre at any point during the school year, they will be required to return to the school designated by home address. However, if space is available, I understand that I may be able to apply to have my child remain at _____ Public School, as outlined in the Out-of-Area Admissions Policy.

I also understand that should my child wish to attend the school at the next level into which the school feeds (_____ School), we will be required to apply for Out-of-Area Admission unless it happens to be our designated school by address.

Date

(Parent/Guardian Signature)

(Child's First and Last Name)

Appendix C: Best Practices for Child Care Providers

It is recommended that schools and school-based child care centres/BASP operators work together to coordinate registration and admission practices in the following ways:

Preschool program registration

Child care operators are encouraged, whenever possible, to give priority to children living in the school's designated attendance area.

Parent/Guardian approval to share information must first be obtained through the Information-Sharing Consent Form, 692A, which should be part of the child care registration package.

When a family registers Out-of-Area children into a preschool program, they should be encouraged to also place their children on the waitlist for the BASP at their designated school by address for when they start Kindergarten. This will support families in attending their home school by address, while at the same time support their BASP attendance in the local community.

If a family cannot access the BASP in their designated school by address, they may continue in the BASP at their preschool school, and no Out-of-Area Admissions application is required, provided they were enrolled in the preschool program prior to the end of February.

BASP registration in/prior to Junior Kindergarten

In the case of French Immersion and Extended French programs, placement is determined by home address, not by child care location. Child care operators are encouraged to explain this to parents/guardians at the time of registration to ensure that the implications of having children attend a child care centre outside the designated school by address are fully understood.

In February, child care operators should provide a current list of the names and addresses of all children enrolled in the preschool child care program who will be continuing in the Before- and After-School Program in the fall when they transition into JK. They will be eligible to attend the school without an Out-of-Area Admissions application. By doing so, child care operators can support the timely registration of students at the school.

This list will serve as verification that those children living outside the school's attendance area are already registered in the school-based child care program as Preschoolers and will support the school's maintenance of out-of-area student records.

From the beginning of March until the end of the school year, child care operators are

strongly discouraged from registering children from out-of-area who will be starting Kindergarten in the fall. Should such children be registered, the child care operator is required to notify the family that their child will not have access to attend the Kindergarten program in that school. The child care operator should also encourage the family to secure a BASP space as soon as possible that serves their designated school by address.

In the rare instance that a family gains access to subsidized child care in a school outside of their designated school by address after the start of March in the year their child is to begin Junior Kindergarten, the family should be encouraged to speak with the school Principal for consideration in registering at the school for the fall.

Ongoing communication with child care/BASP Partners

BASP operators should share the names of students who have left the BASP with the school administration. BASP operators should remind families that withdrawing from the BASP may require the student to return to their designated school by address, or submit an Out-of-Area application within the designated time frame, for consideration if they wish to stay at the school.

Upon school registration for Out-of-Area students, the Administration will provide a letter confirming that should the child withdraw from the school-based BASP, they will be required to return to their designated school by address. The family will have the option to apply to remain at the current school through the Board's Out-of-Area Admissions process provided they can apply during the designated time frame. The letter will also provide information regarding attendance at the subsequent school (See sample letter, Form 545C Appendix B.)

Graduating From the School

In schools where the next level school is "Closed" or "Limited (Sibling)" for Out-of-Area Admissions, BASP operators and the Principal should collectively communicate to families about the transition to the school at the next level.

Both child care/BASP and School should keep copies of the information sharing consent forms.

Appendix D: Procedures for Alternative Schools¹

Number of Applications:

In the 2022-2023 school year, a student may apply to a maximum of two (2) Alternative schools.

6.8. Alternative Schools

- 6.8.1. Supplementary applications for alternative schools and programs are available from the principal or designate of the alternative school or program.
- 6.8.2. Supplementary applications for alternative school and programs will contain an outline of the admission criteria for such schools and programs and the timelines related to acceptance or rejection of the application, as well as timelines related to the lottery, should one be required.
- 6.8.3. Applications are to be completed and signed by the parent/guardian or student 18 years of age or older and returned to the principal or designate of the Alternative school or program.
- 6.8.4. The requested school principal will complete and sign the application indicating the decision and forward a copy to the parent/guardian or student.
- 6.8.5. Parents/Guardians or students 18 years of age or older must inform the requested school of acceptance.
- 6.8.6. Forms for students who accept the offer of admission will be forwarded to the TDSB home school.
- 6.8.7. If the alternative school does not fit the student's needs, the student is free to return to his/her home school at an appropriate intake opportunity without reapplying through the Out-of-Area Admissions process.
- 6.8.8. For a complete list of Alternative schools and programs, see the TDSB website <https://www.tdsb.on.ca/Find-your/School/Alternative-Schools>.

¹ The Alternative Schools Policy is slated for review and update. Once admissions is covered under this independent policy and associated procedure, all procedures related to Alternative Schools will be removed from Out-of-Area Admissions.